



Laleston Community Council **Cyngor Cymunedol Trelales**

"working with the Community"

www.lalestoncommunitycouncil.gov.uk

FACILITIES ASSISTANT (AVERAGE OF 20 HOURS PER WEEK)

RATE OF PAY: £13.05 per hour (SCP 4)

Working Days/Shift Pattern: Tuesdays, Sundays, Alternative Saturdays.

Laleston Community Council is seeking to appoint a self-motivated individual to join our team to play a crucial part in ensuring the smooth, effective, and efficient running of both Bryntirion and Laleston Community Centre and Blandy Hall in Laleston.

It is essential that you have excellent communication and organisational skills, along with the ability to maintain schedules and have an understanding of Health and Safety requirements.

You will be encouraged to be creative with your approach to tasks at hand, whilst delivering a great customer service. Ideally applicants will be flexible to work additional hours to cover other members of staff when required.

In turn, Laleston Community Council offers a varied and rewarding role, supported training to help you develop your skills and knowledge, along with payment at the Real Living Wage and membership of the Local Government Pension Scheme.

Must have a full driver's licence and access to transport.

For further details on the post, the full job description and application form can be found on our website www.lalestoncommunitycouncil.gov.uk.

Please return all completed applications to the Office Manager.

Email: om@lalestoncommunitycouncil.gov.uk

CLOSING DATE: 20th March 2026

INTERVIEWS WILL BE HELD: TBC

Immediate start for the right candidate.